

SECRET

General Council
29 MAY 1951

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25X1A

Assistant Director for Operations

Appointment as [REDACTED]

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1. You are hereby appointed [REDACTED]
(set up under Project [REDACTED])

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2. You will establish [REDACTED] at the earliest practical date and assume the duties of [REDACTED]

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3. In accordance with the authority delegated to the [REDACTED] you will:

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(a) Establish a checking account in a local bank, in accordance with instructions issued by the Comptroller, and use it for the safekeeping of revolving fund money advanced to you for the operation of the property and for disbursing money to creditors as appropriate.

(b) Procure food and supplies for the maintenance and daily operation of the premises.

(c) Employ local service employees in accordance with security procedures established by the Security Officer and on the basis of salary rates determined by the Personnel Director.

(d) Obligate and expend funds for the purpose of maintenance and repair work to the property, without prior approval, when the total sum does not exceed \$100 in any single transaction. When the total sum is in excess of that amount, enter into and sign contracts on behalf of the Government, after prior approval by the Chief, Administrative Services.

(e) Provide for the physical security of the premises in accordance with instructions issued by the Security Officer, such provision to include necessary alterations to the premises and adequate provision for the security of documents.

(f) Approve temporary duty travel between subject's station and Washington, D. C., as required.

(g) Provide for the safekeeping and accounting of all real and personal property, as well as articles of value which residents may wish to deposit for safekeeping, in accordance with instructions issued by the Comptroller and the Chief of Procurement.

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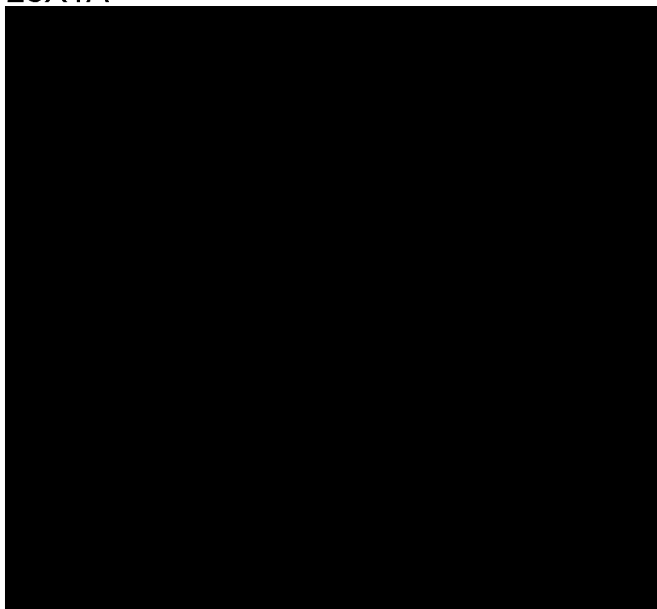
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RE: [REDACTED]

/s/ Lawrence R. Houston
General Counsel

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O/O/C- [REDACTED] /hj-23 May 1951

Distribution:

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Personnel Director
Comptroller
Chief, Administrative Services
Chief of Procurement
Security Officer
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